Document No. _____

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Class. CHANGED TO: TS S C

DIA Memo, 4 Apr 77

Auth: DIA REG. 77/1763

Date: ~~03 MAR 1978~~ By: _____

03 APR 1978

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MACHINE CAPABILITIES FOR PERSONNEL STATISTICAL SUPPORT

1. The Machine Records Division, Special Support Staff, maintains punched-card personnel accounting records for vouchered and unvouchered employees on duty in CIA, future employees pending clearance and applicants. These records are maintained on a current basis and are grouped in the following categories:

   a. Applicant File - Contains a punched-card for each application received. Each card carries the applicant's name and address, year of birth, sex, languages spoken and major skills or experience. The file is maintained on a current basis; additions being made as new applications are received and deletions being made when an applicant reports for duty or is rejected.

   b. Pending Security Clearance File - Contains a card for each applicant in process of being security cleared. The data recorded include the name, type of clearance requested, date of clearance request, and the office, division, and branch to which assigned.

   c. Security Cleared Awaiting EOD - Upon receipt of notice of completed security clearance the "pending" cards are removed from the file and punched with the date and type of security clearance received and filed in the security cleared file. Upon receipt of notification of the employee's entrance on duty these cards are dated and removed from the file.

   d. Employee Status File - Contains cards prepared from a Form 50 covering the employee's entrance on duty. All data required for personnel accounting are recorded in each employee's card. These data include the name and employee number; date of birth; sex and race; marital status; number of dependents; veterans preference; legal residence; EOD date; organizational assignment; type of appointment; and grade and grade step and salary. The cards are maintained on a current basis through the preparation of new cards to reflect promotions or demotions, salary changes and dates thereof, transfers, reassignments, efficiency ratings, changes in names, changes in number of dependents, etc.

   e. Employee Qualifications File - Contains a card for each employee in which is recorded data relative to the employee's educational background, linguistic ability,

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special skills and experience, and military status. The cards also contain the employee's serial number and may be correlated and listed in conjunction with the employee's status card (see d. above).

f. <u>Military Status File</u> - Contains a card for each employee who is subject to the draft and/or has served at any time in the United States or Foreign Armed Services. The data recorded include the name, date of birth, marital status, sex and race, number of dependents, Agency assignment, draft status, basic military service data (Arm or Service, Rank, etc.), current Reserve or National Guard Status and current reserve mobilization assignment.

2. All of the information recorded in the punched-cards described above can be automatically selected from the files, and the selected cards can be automatically arranged in a pre-determined sequence for the preparation of lists, statistical reports and studies. Several examples of the types of reports which may be obtained are listed on the attached sheet.

3. In order to assure protection of confidential information and yet to assure maximum service, all requests for such information should be referred to the Administrative or Special Support Staffs who will secure authorized material for the requesting office.

Attachment: List

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Names of applicants or applicants pending security clearance, possessing specific linguistic abilities and/or skills.

Names of employees by length of service in CIA.

Names of employees arranged by organizational location showing EOD date, grade, salary, date of last salary change and last efficiency rating.

Names of employees with specific educational background, linguistic ability and primary, secondary and tertiary skills.

Names of employees showing position, grade, and skills.

Statistical studies as to employee's age, sex, race, marital status, legal residence, veterans status, type of appointment, civil service status.

Promotional schedule of employees.

Within-grade raise schedule of employees by organizational assignment and showing present grade, salary and last efficiency rating.

List of consultants and/or contractual personnel.

Names of employees of draft age and draft classification.

Analysis of military status of employees by position and grade factors.

Analysis of approved positions by organization, title and grade.

List of employees available for overseas assignment showing marital status and number of dependents.

(Note: There are other possible analyses or combinations not shown above. Should any office or staff wish special type information or have questions relative to this service the Management Staff should be contacted and the machine methods representative will provide the advice or assistance needed.)